



## Job Announcement

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<b>Opening Date:</b>	July 25, 2013	<b>Closing Date:</b>	August 8, 2013
<b>Job Title:</b>	Lead Bailiff	<b>Position Type:</b>	Contractual Full Time
<b>PIN:</b>	CN02603	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	District 2, Wicomico County Salisbury, Maryland	<b>Grade/Salary:</b>	J10 \$17.92 per hour
		<b>Financial Disclosure:</b>	No

**Essential Functions:** Responsible for the overall security operation of the courthouse located in District 2, Wicomico County, by providing the day-to-day guidance, direction, scheduling and assignments of bailiffs. Work involves ensuring the safety of visitors, judges, employees and the general public who visit the District Court. Duties also include preparing courtrooms for sessions, maintaining order in the courtroom and operating the courthouse metal detector. As considerable public contact is involved, the employee is required to exercise the practical judgment necessary to cope with unusual situations on an emergency basis. Inspects facility and security equipment, limiting security threats and breaches. Participates in the hiring and disciplinary actions of subordinate staff. Reports to a Supervising Bailiff or other supervisor designated by the Administrative Clerk.

**Education:** High school diploma/GED and **MUST be a graduate of a Police Training Academy.**

**Experience:** One year of experience as a District Court Bailiff.

**Preferred:** Two years of prior supervisory/lead experience.

**Skills/Abilities:** Knowledge of laws of arrest and arrest procedures and techniques. Knowledge of District Court security procedures. Ability to recognize and diffuse difficult situations by taking appropriate action promptly. Ability to coordinate staffing needs and accept direction from supervisory staff. Ability to work independently of the supervising bailiff. Ability to communicate effectively with team, judicial staff and general public. Ability to obtain certification in first aid and CPR/IAD. Ability to defend themselves against and/or engage in physical contact with disorderly or combative persons. Ability to stand or sit for long periods of time. Ability to deal politely and professionally with co-workers and members of the bench and other agencies. Ability to organize and work well with others. Ability to be courteous and tactful with citizens and co-workers, and willingness to assist the public and co-workers as needed. Ability to perform all essential functions of this position.

**Please submit a Maryland Judiciary application (unsigned applications will not be accepted) which must include the job title and PIN number. Materials must be received at the address below by 4:30 pm on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

Carol Llewellyn-Jones, Administrative Clerk  
District Court of Maryland-District #2  
201 Baptist Street  
Salisbury, Maryland 21801

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.